


DEPARTMENT OF PERSONNEL & ADMINISTRATION		HIPAA Policy No.	2
		Current Effective Date	May 1, 2006
		Original Effective Date	May 1, 2006
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT		Approved by: Jeffrey C. Schutt	
POLICIES, PROCEDURES, AND DOCUMENTATION		Date: 4/25/06	

I. Purpose

To ensure that HIPAA policies, procedures, and documentation are maintained, retained, reviewed, and updated as required by HIPAA privacy and security regulations.

II. Policy

- A. The Department of Personnel and Administration (DPA) shall develop and maintain policies, procedures, and documentation to demonstrate its efforts to comply with HIPAA privacy and security requirements.
- B. The DPA HIPAA Compliance Officer (HCO) and the DPA HIPAA Security Engineer have primary responsibility for the drafting and implementation of HIPAA policies and procedures. Other DPA personnel may be required to participate in the process, as determined by DPA's HCO.
- C. Documentation, including policies and procedures, will be retained for a period of six (6) years from the date of its creation or the date it was last in effect, whichever is longer.
- D. The DPA HCO shall maintain all original documents.
- E. Policies and procedures will be posted on DPA's Intranet.
- F. The DPA HCO will make documentation not posted on DPA's Intranet (such as risk assessment reports) available to those employees who have a legitimate business need for it. Each DPA division shall also make necessary documentation available to its employees with a legitimate business need for it.
- G. All policies and procedures shall be reviewed biennially during the fourth quarter of the State's fiscal year, following the completion of each annual Risk Assessment, by DPA's HCO, and updated as necessary. Policies and procedures may also be reviewed outside of the cycle, on an as-needed basis (for example, to comply with a change in the law). The following are to be considered when reviewing policies and procedures:
 - The findings of the risk assessment
 - Changes in operations since the last review
 - Changes to other DPA policies
 - Changes to applicable laws, rules, and regulations
 - Suggestions from employees using the policies and procedures
 - The effectiveness of the policies and procedures.

III. Procedures

Unless otherwise specified by DPA's HCO, each Division (or unit within a Division, if more appropriate) will develop its own procedures for complying with this policy.

IV. Definitions/Abbreviations

None

V. Revision History

<u>Date</u>	<u>Description</u>
May 1, 2006	Original document

VI. References/Citations

HIPAA Security Rule

45 CFR 164.316(a)	Policies and Procedures
45 CFR 164.316(b)(1)	Documentation
45 CFR 164.316(b)(2)(i)	Time Limit
45 CFR 164.316(b)(2)(ii)	Availability
45 CFR 164.316(b)(2)(iii)	Updates

HIPAA Privacy Rule

45 CFR 164.530	Administrative Safeguards
45 CFR 164.530(i)	Policies and Procedures
45 CFR 164.530(j)(1)	Documentation
45 CFR 164.530(j)(2)	Retention Period